# *interTRAX*™ Mobile ICS and EMS Software

## User Guide
## Version 3
## 2011

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**5,573,278; 5,596,652; 5,793,882; 6,761,312; 7,191,934**

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# Disclaimer

Salamander Technologies, Inc. has made its best efforts to make the *Salamander* system reliable and defect-free; however, any computerized system is subject to malfunction including operator error, undetected system "bugs", and power or communication outages. Salamander Technologies, Inc. cannot and does not warrant that the system will perform flawlessly at all times and under all conditions.

# 1 Introduction to *interTRAX*™ Mobile Software

## Overview

Welcome to the *interTRAX*™ Mobile User Guide. *interTRAX*™ Mobile software can be used to collect data from Salamander tags. The information that is collected can be sent to Command software while on site.

Salamander is setting the standard for resource accountability in the greater U.S. Fire Service and was designed with three objectives in mind:

**Simplicity** – Salamander uses nationally recognized incident management procedures. Use of the Mobile Unit [MU] is self-explanatory and intuitive. Mobile Units, often referred to as Pocket Personnel Computers, set the standard for simplicity in the industry. Most important, the PDF417 ID tags carry the person's database – just aim and shoot the MU to capture and display this data (name, rank, personal ID number, department, qualifications, etc.) on the spot. Operators can be trained to use the system in a matter of minutes.

**Survivability** - There are three tiers of survivability in Salamander System so that even a complete breakdown in electronic equipment does not inhibit accountability:

If communications to Central Dispatch or the internet are lost, incidents can be run from the Command Module.

If the Command Module is inoperable, basic accountability can be maintained via the MU's.

In the unlikely event that the MU's are down too, ID cards can be used as a traditional dog tag system to allow manual accountability.

PDF417 barcodes represent the ultimate in a distributed database – they survive even if the Host system is destroyed or inoperable.

**Scalability** - The *interTRAX*™ Suite was designed to scale across the entire fire service so that it would be the right size for the needs and budgets of any department. Small departments can start with an *interTRAX*™ Suite compatible dog tag system. Medium departments can purchase a basic *interTRAX*™ Suite system for only a few thousand dollars. Large departments can deploy multi-MU systems as part of a Wireless LAN controlled by a Command Module. You can barcode only your department or you can barcode all mutual aid departments in the surrounding area. If the incident expands beyond mutual aid, you can use a label printer to barcode new responders at staging. Tell your mutual aid partners about the system: The *interTRAX*™ Suite unites fire departments, mutual aid, and state & national responders with a common machine-readable format.

# ***interTRAX*™ Barcode & Smart Card Information**

The *interTRAX*™ barcode is a two dimensional, high capacity barcode that follows the PDF417 data format. The *interTRAX*™ smart card is an ISO standard 14443 or ISO standard 15693 contactless RFID card. The use of the information contained within either medium is protected by United States of America and International patents.

Within the *interTRAX*™ suite the contents of the Smart Card and the barcode are identical.

The first time a Smart Card is encoded it is setup to hold either company or non-company information. After the initial setup of a company Smart Card it may be encoded with company information and a non-company Smart Card may be encoded with assignments, personnel, equipment and victims.

## ***interTRAX*™ Barcode & Smart Card Encoding – Personnel**

**Personnel Container**

The personnel container holds the following information. The items in bold print may be displayed in human-readable text. The human-readable text that appears is dependent on the type of ID tag, label or hardcard. The different types are listed below with the human-readable text that may appear if it is held in the container. The information available in the container and in human-readable text is dependent on the information that has been entered into the person's record.

1. Organization Country
2. Organization State
3. Organization Type
4. **Organization ID**
5. **Organization Name**
6. **Personnel ID**
7. **Last Name**
8. **First Name**
9. **Rank**
10. Date of Birth
11. **Qualifications**

**Human-Readable Text**

**Velcro Tag Label**

- First Name
- Last Name
- Personnel ID

**Personnel Label**

- First Name
- Last Name
- Organization ID
- Personnel ID

- Organization Name

**CR-80 PVC Card**

- Organization Name
- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Qualifications

**Laminated Manual ID Tag**

- Organization Name
- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Qualifications

**Avery Label**

- First Name
- Last Name
- Rank
- Organization ID
- Personnel ID
- Organization Name

## *interTRAX*™ Barcode & Smart Card Encoding – Personnel Medical

**Personnel Medical Container**

The personnel medical container holds the following information. The items in bold print may be displayed in human-readable text. The information available in the container and in human-readable text is dependent on the information that has been entered into the person's record.

1. Organization Country
2. Organization State
3. Organization Type
4. Organization ID
5. Personnel ID
6. **Physician Name**
7. **Physician Phone**
8. **Insurance Carrier**
9. **Insurance Policy number**
10. **Emergency Contact**
11. **Emergency Contact Phone**
12. **Organ Donor**
13. **Resting Pulse**
14. **Blood Pressure**
15. **Blood Type**

16. **Gender**
17. **Religion**
18. **Medications**
19. **Allergies**

NOTE: The data read from the medical container is not retained by the MU's.

**Human Readable Text**

**Laminated Manual ID Tag**

The human-readable medical information is printed on the inside of the tag and is protected inside a heat-sealed laminate pouch. It includes all of the highlighted information above.

## *interTRAX*™ Barcode & Smart Card Encoding – Evacuee (rapidTAG evac) or Patient (Mobile EMS)

**Evacuee/Patient Container**

The evacuee/patient container holds the following information. The items in bold print may be displayed in human-readable text depending on the format of the ID Tag. The information available in the container and in human-readable text is dependent on the information that has been entered into the person's record.

1. **First Name**
2. **Last Name**
3. **ID**
4. **Date of Birth**
5. **Gender**
6. **Class (e.g., adult, caregiver)**
7. **Triage Priority**
8. Address
9. Special Needs
10. Parent
11. Triage Time

## *interTRAX*™ Barcode & Smart Card Encoding – Equipment & Assignment

**Equipment Container**

The equipment container holds the following information. The items in bold print are displayed in human-readable text. The human-readable text that appears is dependent on the type of ID tag, label or hardcard. The different types are listed below with the human-readable text that may appear if it is held in the container. The information available in the container and in human-readable text is dependent on the information that has been entered in the record for the piece of equipment.

1. Organization Country
2. Organization State

3. Organization Type
4. **Organization ID**
5. **Organization Name**
6. **Equipment ID**
7. **Manufacturer Make**
8. **Model**
9. **Description**
10. **Manufacture Date**
11. Equipment Type
12. Date in Service
13. Features (qualifications)

**Equipment Label**

- Description
- Organization ID
- Equipment ID
- Organization Name

**CR-80 PVC Card**

- Organization Name
- Equipment ID
- Description
- Manufacture Date
- Manufacturer Make
- Model

**Avery Label**

- Description
- Organization ID
- Equipment ID
- Organization Name

**Assignment Container**

The assignment container holds the following information. The item in bold print is displayed in human-readable text. The information available in the container and in human-readable text is dependent on the information that has been entered in the record for the assignment.

1. Organization Country
2. Organization State
3. Organization Type
4. Organization ID
5. **Assignment**

**Assignment Label**

- Assignment

**Avery Label**

- Assignment

## *interTRAX*™ Barcode & Smart Card Encoding – Company

**Company Container**

The company container holds the following information. The items in bold are required.

12. **Organization Country**
13. **Organization State**
14. **Organization Type**
15. **Organization ID**
16. **Organization Name**
17. **Company Name**
18. **Company ID**
19. Kind
20. Designation
21. **NIMS Type**
22. Qualifications
23. Leader Flag
24. Personnel Collection
25. Equipment Collection'
26. Crews (not in barcode)

**Default Human-Readable text**

- Company Name
- Company ID
- Organization
- NIMS Type
- Company Leader Name
- Qualifications

# 2 *interTRAX*™ Mobile (ICS & EMS)

The *interTRAX*™ Mobile software is used to:

- collect data from *Salamander* tags, smart cards and Triage Tags
- manually enter information
- send the information collected to *interTRAX*™

**NOTE: This User Guide should be used in conjunction with the Mobile Hardware Setup Guide where information on mobile unit screen setup and network setup can be found.**

Tap on in the lower left hand corner of the **Main** Screen

Tap on the **STI MOBILE** icon

The **interTRAX suite MOBILE** screen will appear

Initializing…

# Settings

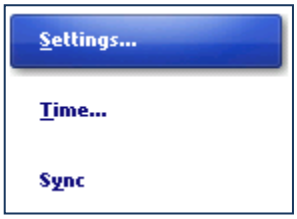
## Initial Startup

Following the installation of MOBILE the Settings screen will appear. It contains three tabs. You must complete the information on these tabs prior to using all of the functionality available in the MOBILE software.

The Settings screen does not appear each time you start MOBILE. If you want to make changes use the popup menu in the lower left hand corner of the main screen.

To change this information after you have started an incident close - not end - an incident and access the settings using the popup menu. Then open the incident.

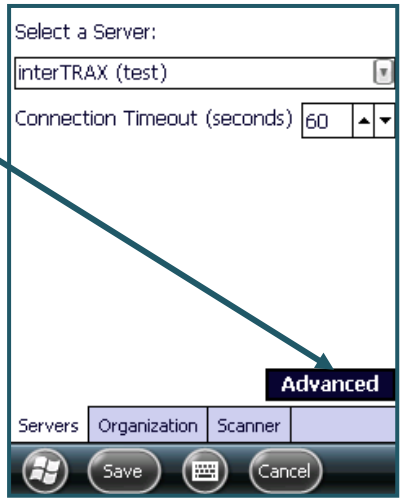
**Menu → Settings**



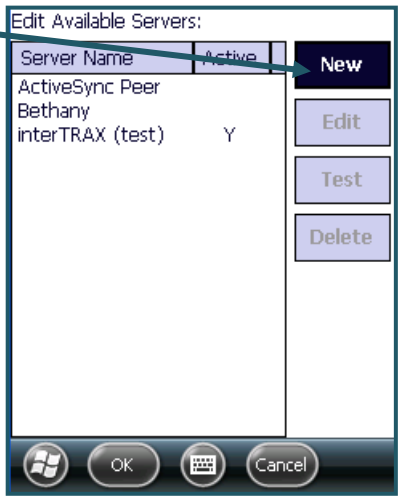

## Servers Tab

### Add or Edit Server

Tap on **Advanced**



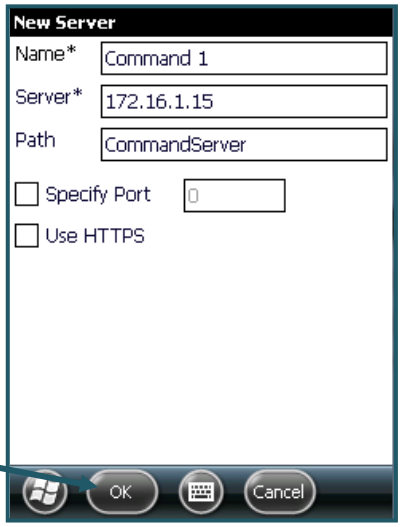
Tap on **New**




**Enter**

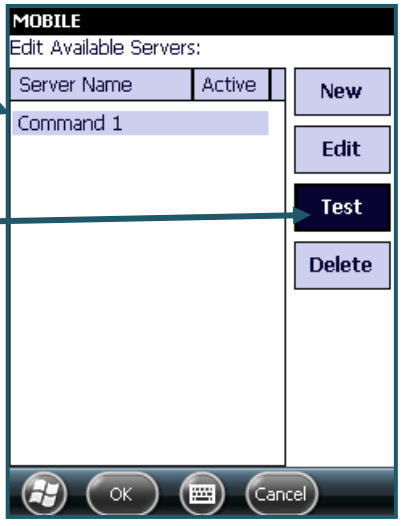
**Name.** Common Name
**Server.** IP Address
**Path.** Server Name
(e.g., CommandServer or interTraxServer)
**Specify Port.** Check box and input number when necessary

**Use HTTPS:** Select for use with secure communications




Tap on **OK**

Highlight the server




Tap on **Test**

When the test is complete the screen will display a note that the server was connected

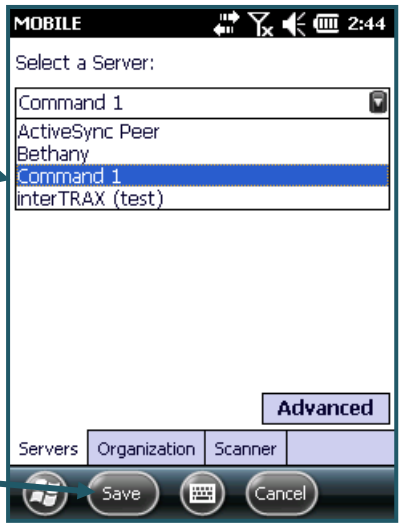
Tap on **OK**

If the test is not successful check the settings

**Set Server as Active**

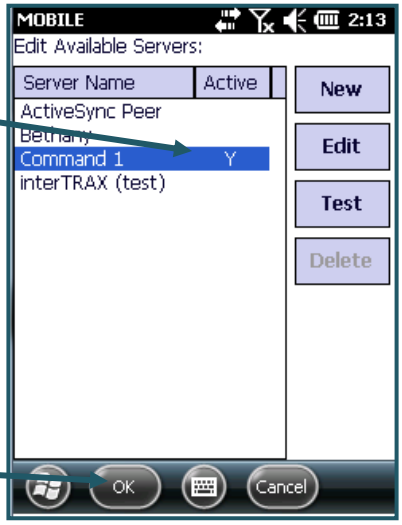
Tap on the **Server** tab

Choose the server from the dropdown




Tap on **Save**

The Server will appear with a "Y" to the right




Tap on **OK**

## Organization Tab

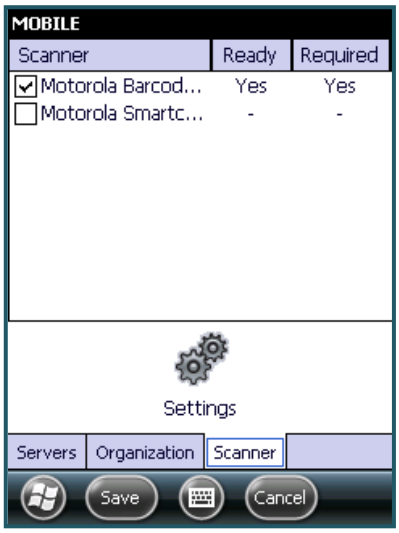
**Enter**

**Name.** Type in the name of the organization
**Code.** The Code is a unique identifier and must be entered correctly. Contact STI Tech Support to obtain the code.
**Type.** Choose from the dropdown
**Country.** Choose from the dropdown
**State**. Choose from the dropdown

Tap on **Save**

## Scanner Tab

Default settings



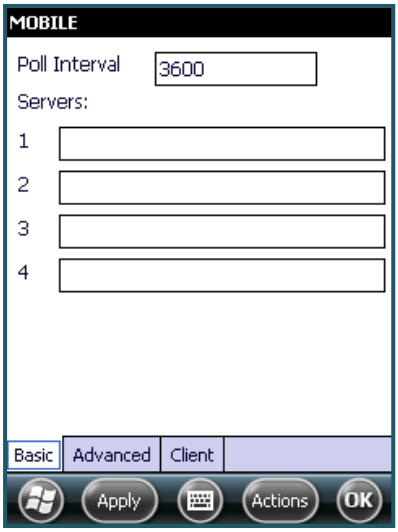
# Time

**Menu → Time**

## Basic Tab

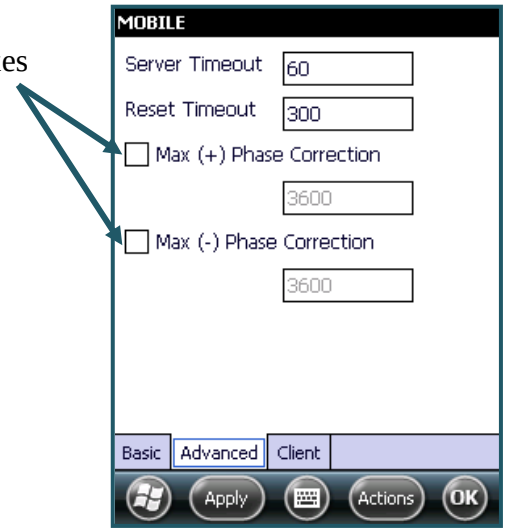
**Enter**

1. IP Address for Command
2. An Internet Time Server (e.g., time-a.nist.gov) only if device can attach to the internet.




## Advanced Tab

Uncheck the Phase Correction boxes

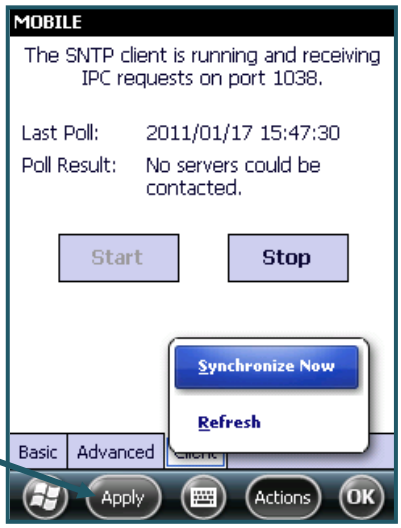


## Client tab

Tap on **Action**

Tap on **Synchronize Now**

Tap on **Apply**

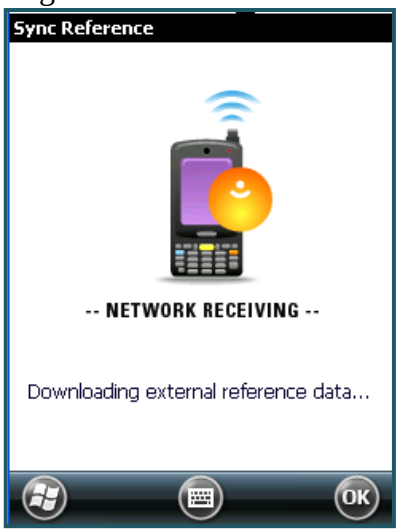


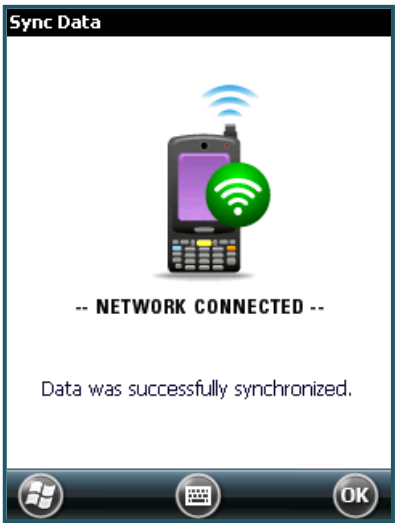

# Sync

**Menu → Sync**

The server settings are made when the Mobile Software is initially setup and may be changed at any time.

The settings should be tested prior to syncing to ensure that the syncing process is not delayed during an incident.



# Incident Screen Functionality – ICS tab

The Incident screen contains 9 important elements

**1 Details**

**2 Timer**

**3 PAR**

**4 Assignment**

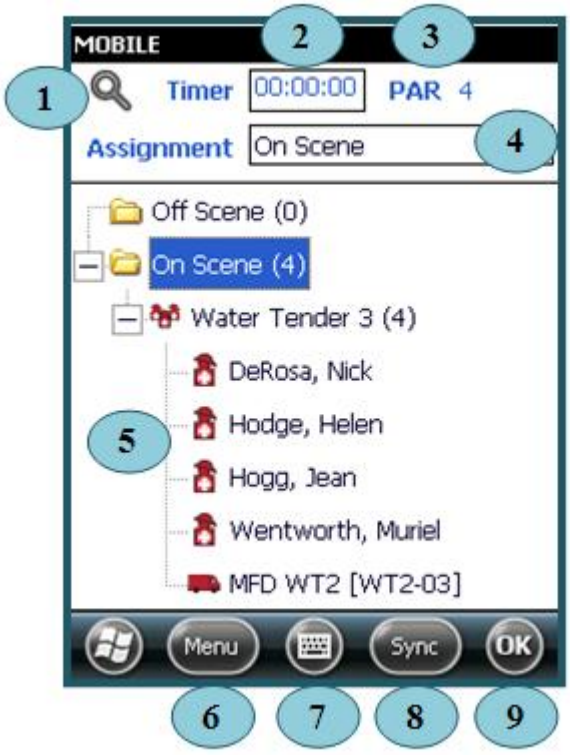
**5 Incident Detail**

**6 Menu**

**7 Soft Keyboard**

**8 Sync**

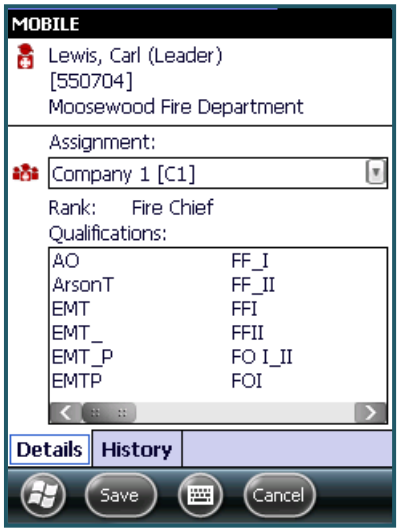
**9 OK**



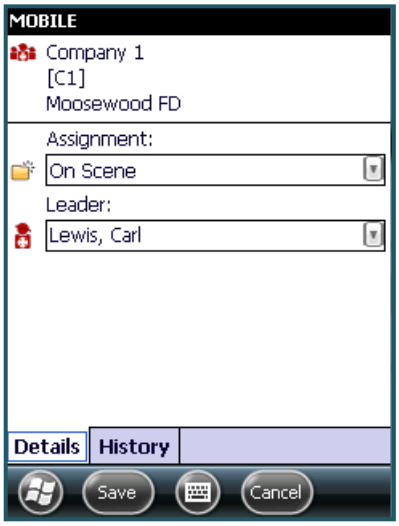
## 1 Details

Highlight the company or the resource and tap on the **Details** icon to review the history for a company or the history and qualifications for a resource.

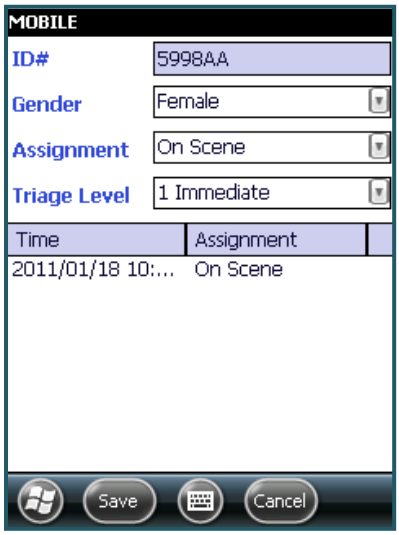
**Resource**




**Company**




**Evacuee/Patient**

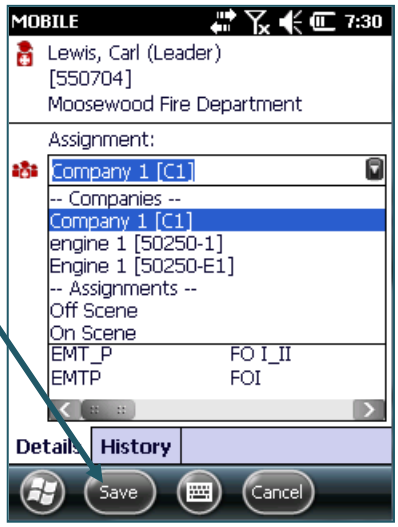



### Reassignment

A resource may be reassigned from this screen by using the assignment dropdown or typing the assignment into the Assignment box.

Type in an assignment or choose the assignment from the dropdown

Tap on **SAVE**




The resource will be moved to the new Assignment

## 2 Timer

The Timer is automatically set for 20:00 minutes

Minutes and Seconds

The minutes and seconds can be adjusted using the arrows or the soft keyboard

Auto Restart

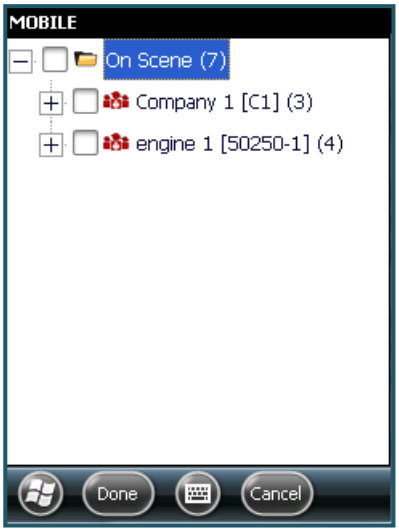
Check the Repeat box if you want the time to restart automatically after it has timed out

Start and Stop

Tap on **Start** and **Stop** as appropriate to your needs

Time Expired

When the Timer expires the **PAR** screen will appear




Check the boxes appropriate for the information received when calling for PAR

When you check the box for a Company, the Responders are also checked

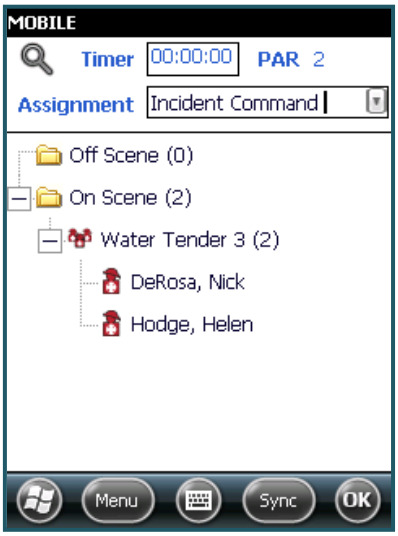
Checking all of the boxes for the Responders in a Company will automatically place a check in the Company box.

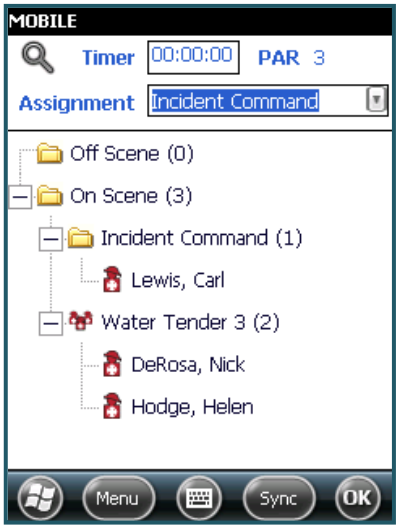
## 3 PAR

The PAR (Personnel Accountability Report) is the total number of personnel scanned on the scene. This number automatically increments up and down as personnel are scanned into Assignments and off of the scene.

## 4 Assignment

The Assignment dropdown includes all of the Assignments that have been scanned or manually entered into the MU. To manually enter an assignment, type it in the assignment box and click on the enter key or scan a resource and the assignment will be placed on scene with the resource attached. You may also add assignments on the Resource and Company Detail screen.

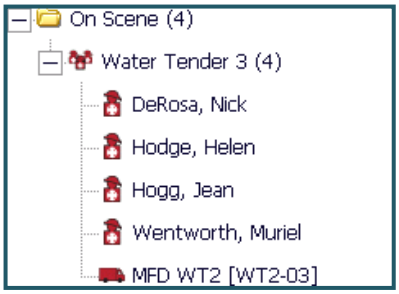



## 5 Incident Details

The Incident Details are presented in an incident command tree format

Assignments are not present in the tree when they are empty.




All Assignments that are added to an incident are placed subordinate to On Scene.

Each Assignment has a PAR count, shown in ( ), that represents all subordinates to that assignment.

On Scene ( ) PAR represents all of the personnel on scene and matches the PAR on the upper right side.

Tap on to expand the Assignment and view the Resources within

## 6 Menu

### Menu prior to an incident

***New Incident***
See the New Incident Section

***New Medical Incident***
See the New Medical Incident Section

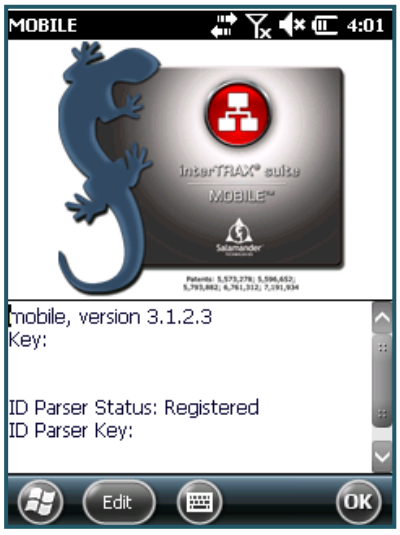
***Settings***
See the Options Section

***Time***
See the Time Section

***Sync***

The server settings are covered when the Mobile Software is initially setup and may be changed at any time. The settings should be tested prior to syncing to ensure that the syncing process is not delayed during an incident.

***About***

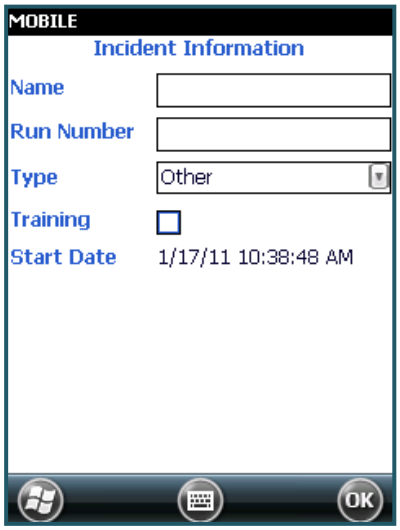


## Menu during an Open Incident

### *Details*

### ***Details - Incident***

Make changes in the incident information

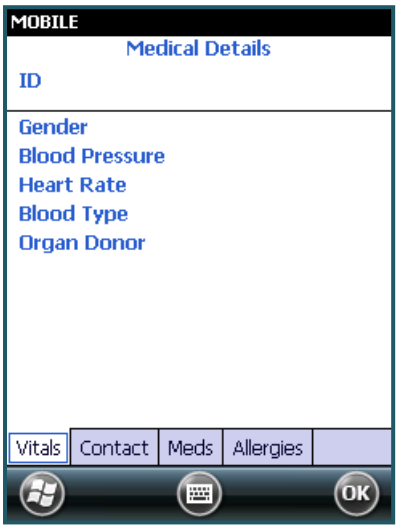



### ***Details - PAR***

This is the same PAR check that is available when the timer is expired and is explained in the Timer section above.

***Details - Medical***

Read medical information from a smart card. NOTE: This screen must be open prior to reading medical information from a smart card.




***Find***

***Find – Responders, Equipment and Companies***

Check the Qualifications

Tap on **Find**

Only Resources or Companies with all of the Qualifications checked will be found

### *Add Companies*

See the Add a New Company to an Open Incident section

### *Roster*

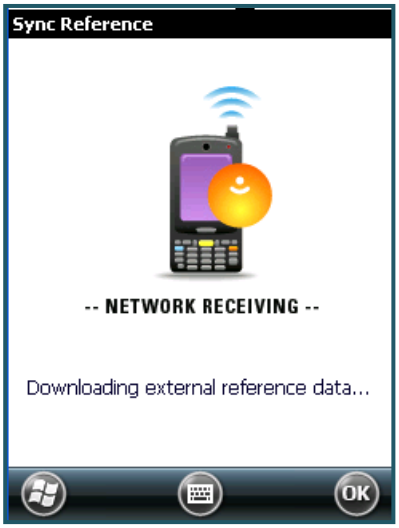
See the Roster section

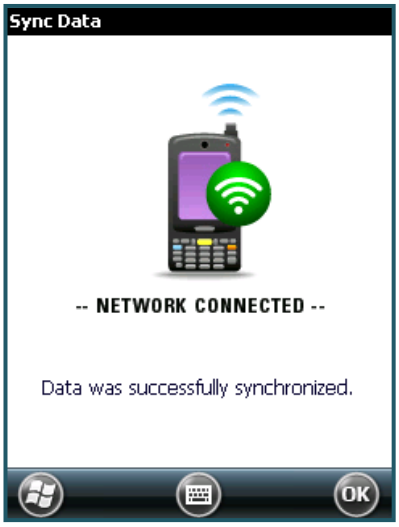
## 7 Soft Keyboard

Tap on the Soft Keyboard icon and at will appear at the bottom of the screen.

## 8 Sync

Tap on Sync and a series of screens will provide the status of the sync.



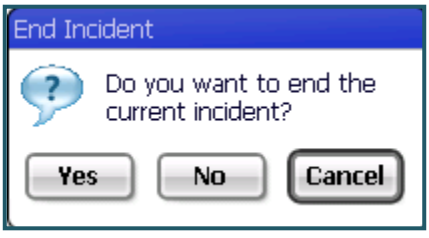




## 9 OK

Tap on **OK** in the bottom right hand corner and the End Incident box will appear.

Tap on **Yes** to end the incident.

Tap on **No** to close the incident, keep it IN PROGRESS and maintain PAR.




Tap on **Cancel** if you have reached this screen in error and do not want to end or leave Mobile.

## Roster

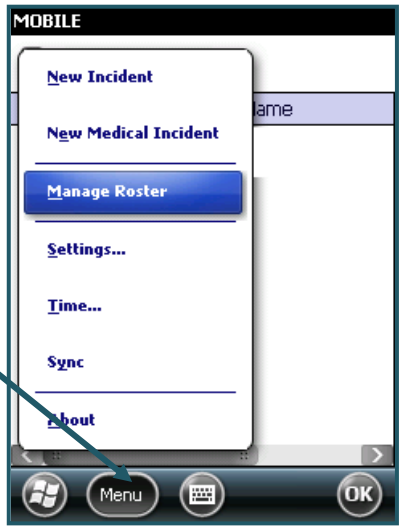
Prior to starting an incident you may want to consider adding companies to the Roster. When you open an incident you will have access to the information in the Roster and may easily add it to the incident.

### Add a New Company to the Roster - Manual

Prior to the start of an incident you may add companies to the Roster. This may be done manually using the menu or electronically by scanning barcodes.

Tap on **Menu**

Choose **Manage Roster**




Tap on **Edit**

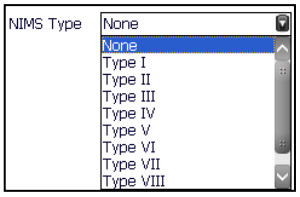
Choose **New Company**

### Enter Company Information

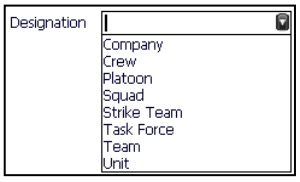
**Name.** Type in a company name which is required. The maximum number of characters is 50.

**ID.** Type in a company ID which is required. The maximum number of characters is 50.

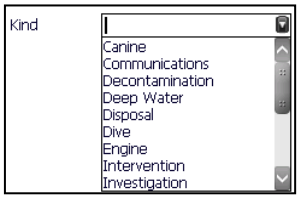
**NIMS Type**
Choose the appropriate information from the dropdown

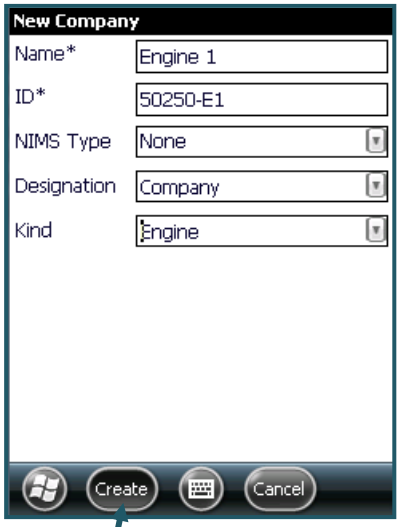



**Designation**
Choose the appropriate information from the dropdown or you may type in a designation.



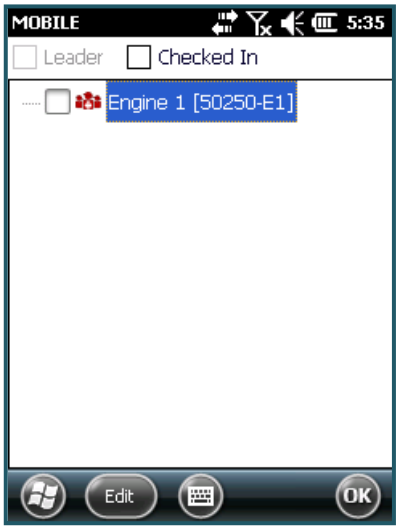

**Kind**
Choose the appropriate information from the dropdown or you may type in a kind




Tap on **Create**

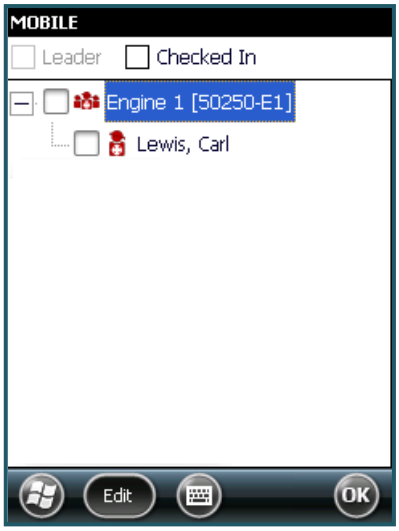
The company will appear



## Add Resources to a Company in the Roster – Manual

Highlight a Company

Scan in a resource

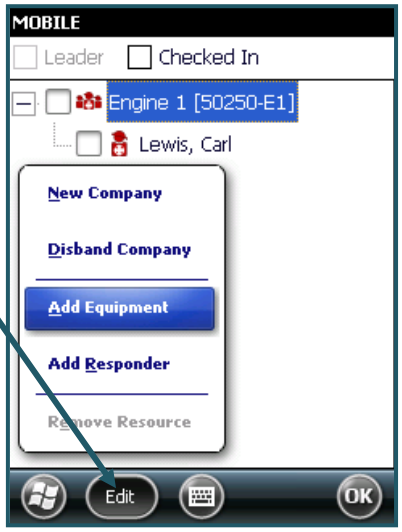


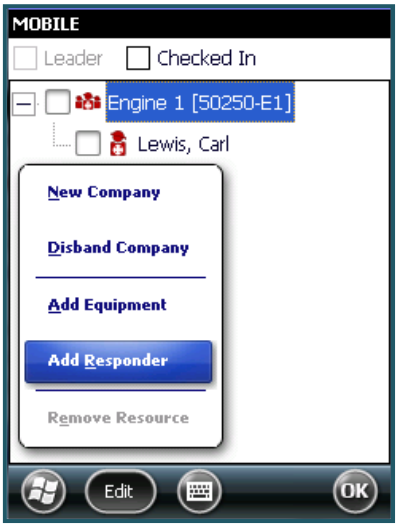

## Add Resources to a Company in the Roster – Manual

Highlight a company

Tap on **Edit**

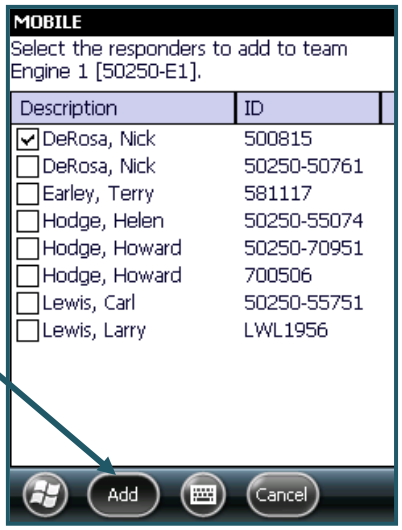
Tap on
**Add Equipment** or
**Add Responder**

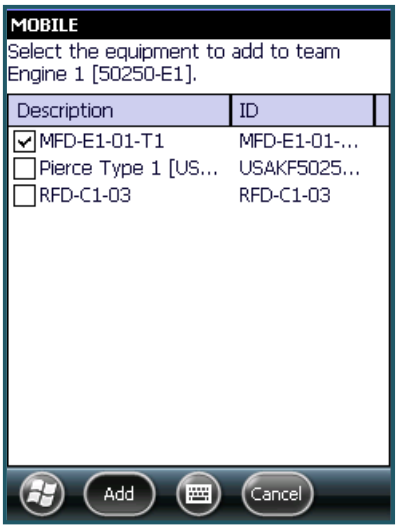



Check the boxes for those resources that you wish to add to the company

Tap on **Add**

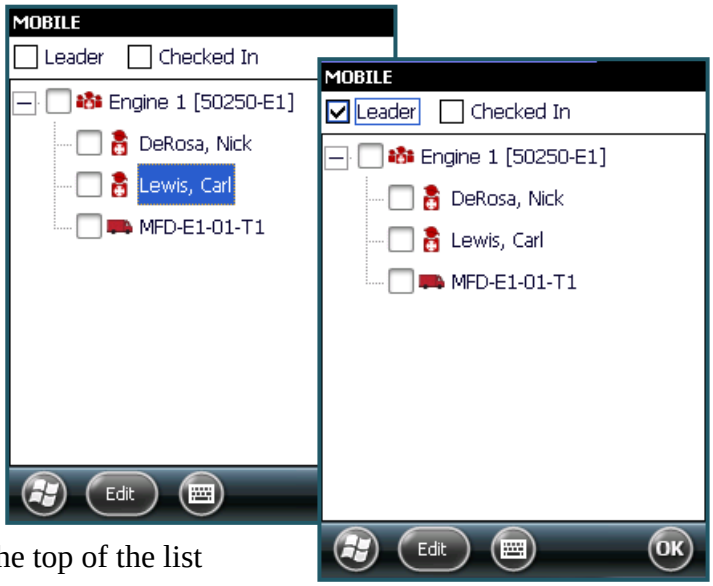


**Set Leader**

Highlight the resource

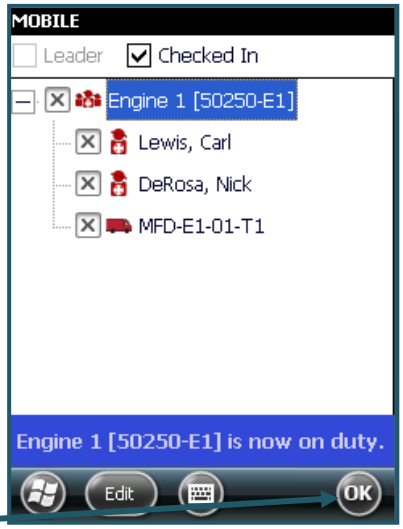
Tap on the **Leader** box




The Leader will appear at the top of the list

**Checked In**

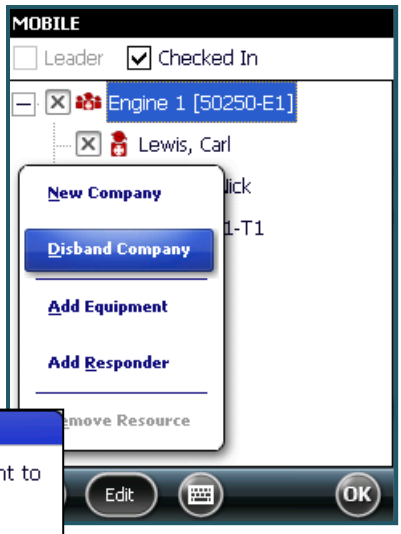
Check the boxes for the company and any resource that you wish to have the status of On Duty.




Tap on **OK**

The information will be stored in the Roster and will be available for use during an open incident.

**Disband a Company**




The Disband Company box will appear

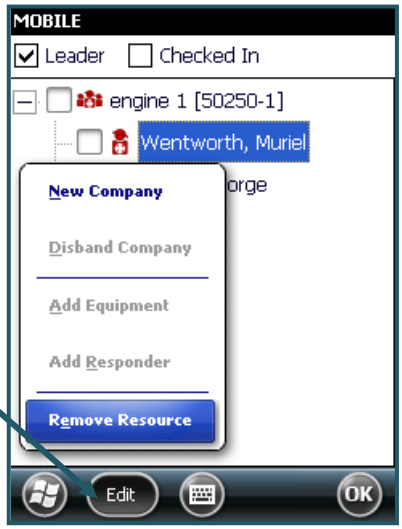
Tap on **Yes**

**Remove Resources from a Company in the Roster**

Highlight the Resource

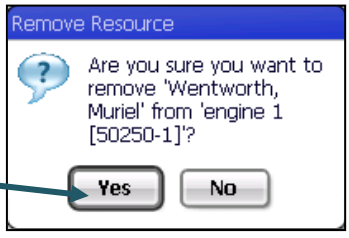
Tap on **Edit**

Choose **Remove Resource**




The Remove Resource box will appear

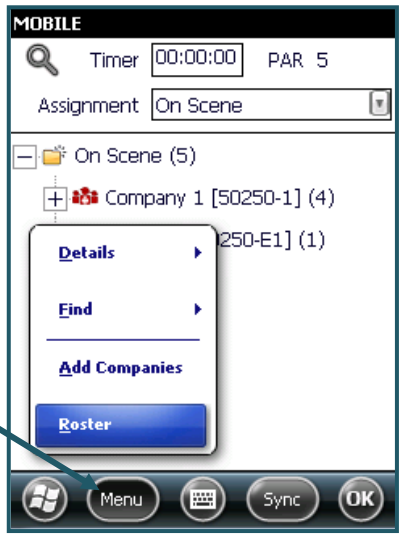
Tap on **Yes**



**Access the Roster during an Open Incident**
To access the Resources that are stored in the Roster

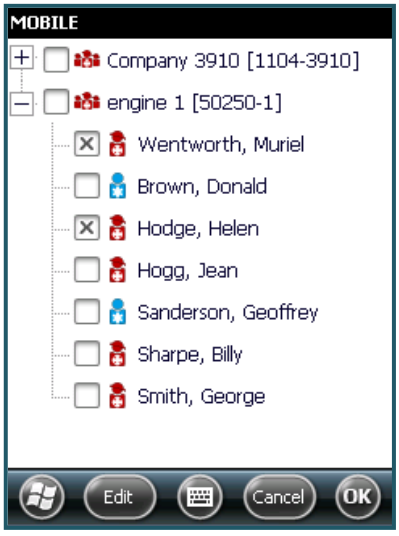
Tap on **Menu**

Choose **Roster**

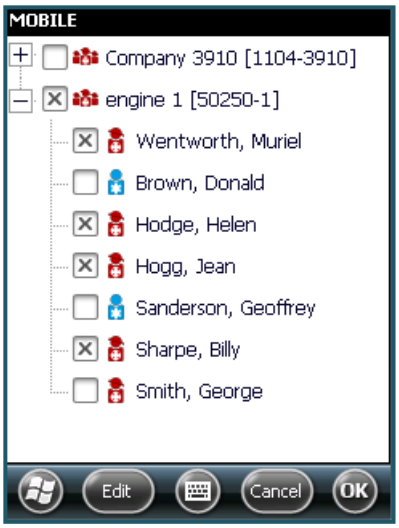



**Select Companies and/or Resources**
From the Roster you may choose companies with or without the resources and any of the resources that are listed. The companies and resources that are checked will be added to the active incident assignment.

Resources Only



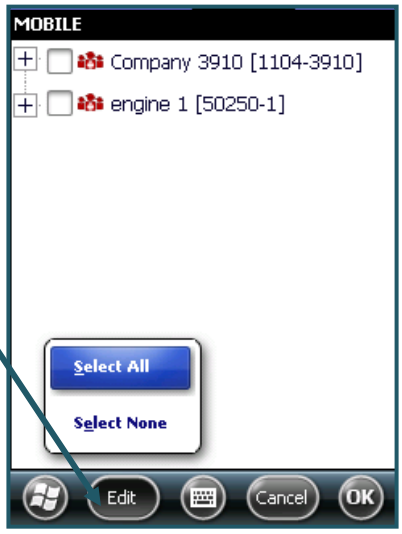

Company with Resources




Tap on **OK**

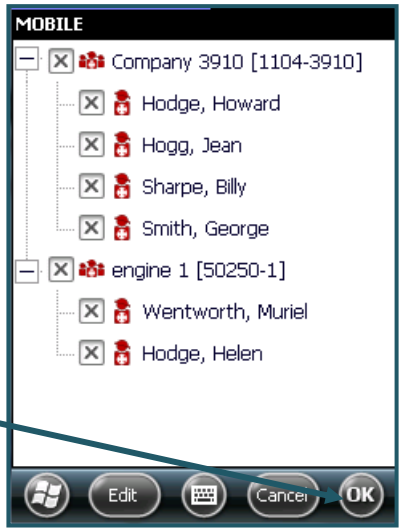
**Select All** or **Select None**

Tap on **Edit**




When you **Select All** the companies and all of the resources will be checked and added to the active incident assignment.

Tap on **OK**



# Using *interTRAX*™ MOBILE ICS

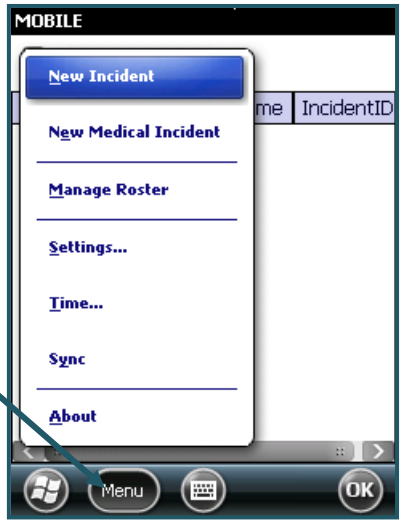
Salamander barcodes including those found on resourceMGR ID tags, Equipment ID tags rapidTAG badges and rapidTAG evac™ wristbands as well as triage tags may be scanned and used in MOBILE ICS.

## Start a New Incident

The Main Screen will appear when the Settings have been entered during the initial setup and each time you start MOBILE.

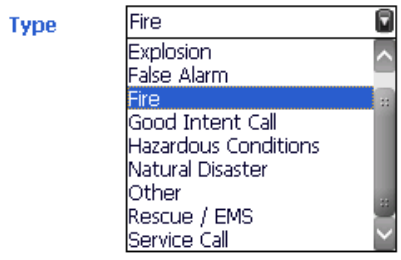
Tap on **Menu**

Choose **New Incident**



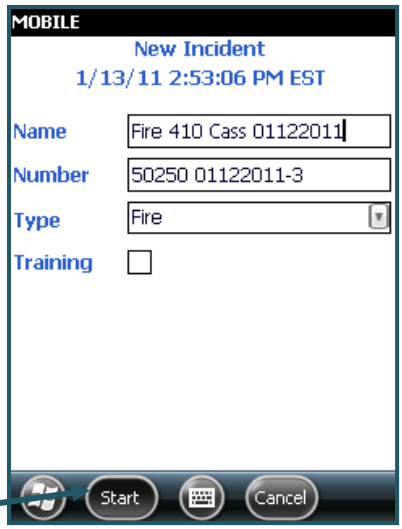

The New Incident screen will appear

**Name.** Enter an incident name or leave it blank.
**Number.** Enter an incident number or leave it blank
**Type.** Choose from the dropdown

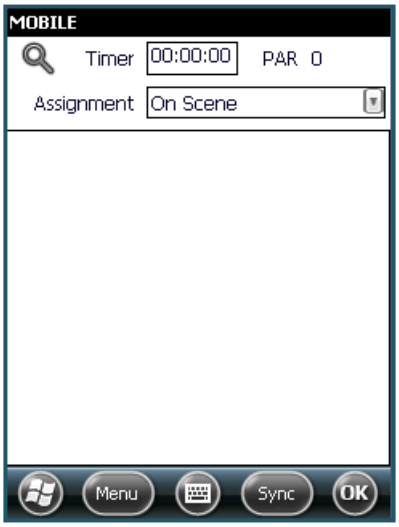



**Training.** Check this box if the event is a training session

Tap on **Start**

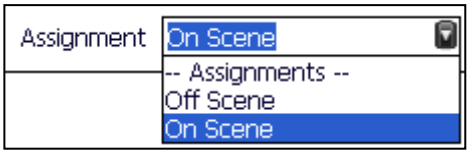


The Incident Screen will appear.

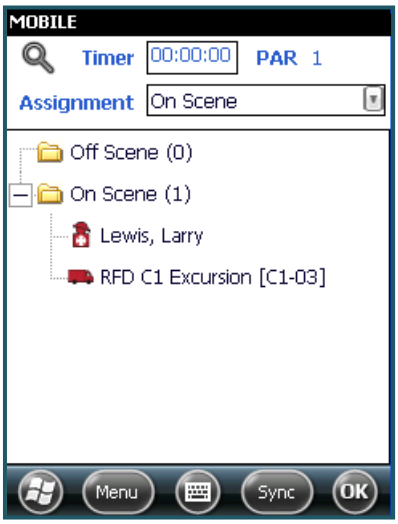



**Add Resources to an Open Incident**

Choose the Assignment from the assignment dropdown or type an assignment into the box



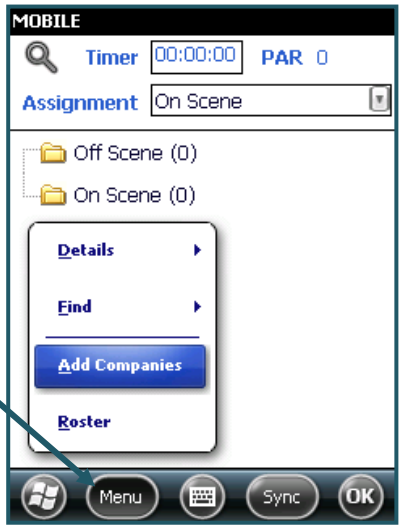

Scan Resources



### Add a New Company to an Open Incident - Manual

Tap on **Menu**

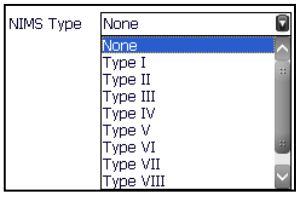
Choose **Add Companies**



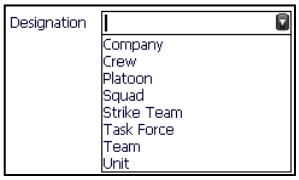

**Enter**

**Name*.** Type in a company name which is required. The maximum number of characters is 50.
**ID*.** Type in a company ID which is required. The maximum number of characters is 50.

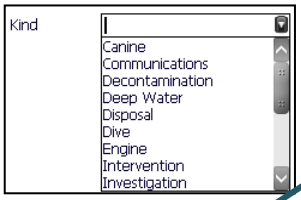
**NIMS Type**

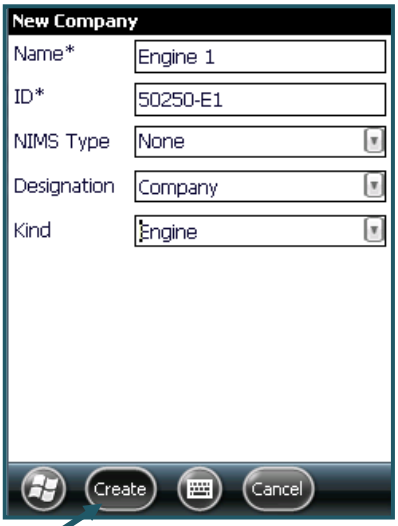



**Designation**



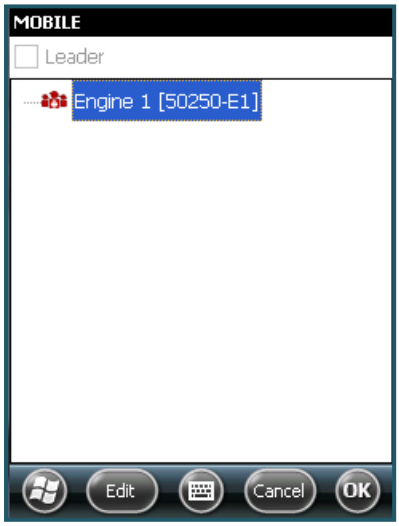

**Kind**



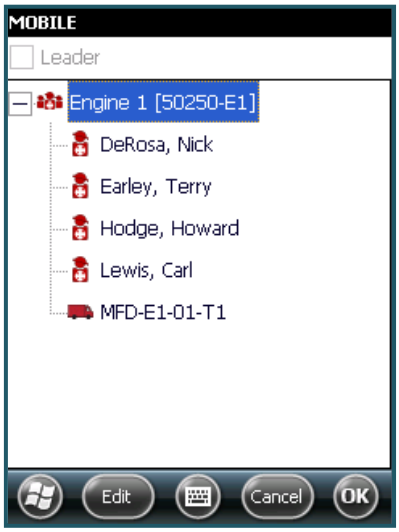




Tap on **Create**

The company will appear



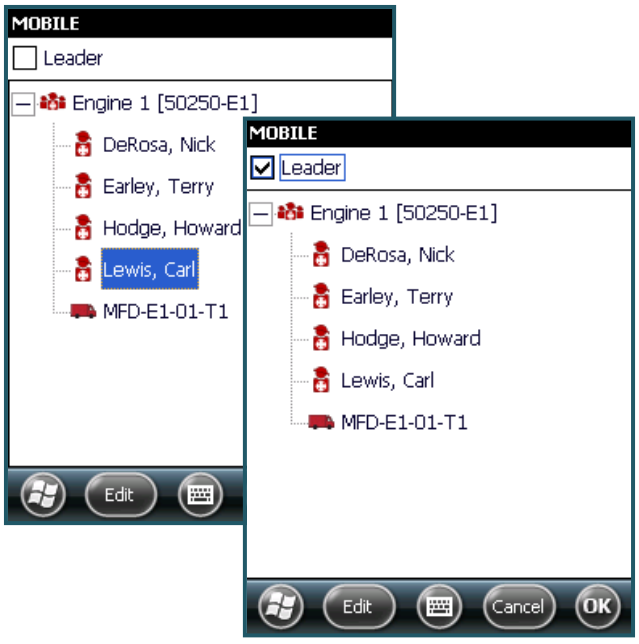

Scan resources



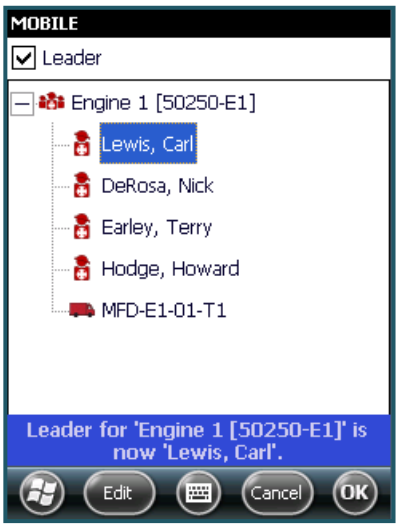

**Set Leader**

Highlight the resource

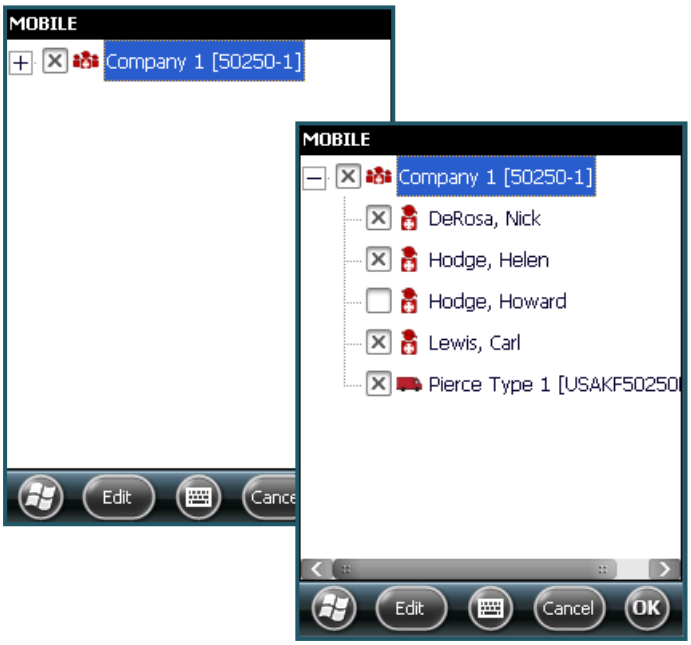
Tap on the **Leader box**



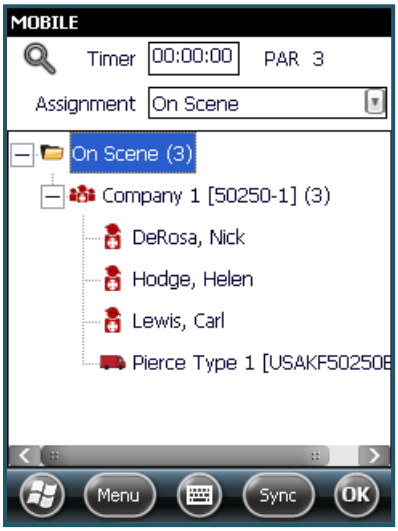
The Leader will appear at the top of the list




**Add a New Company to an Open Incident - Electronic**



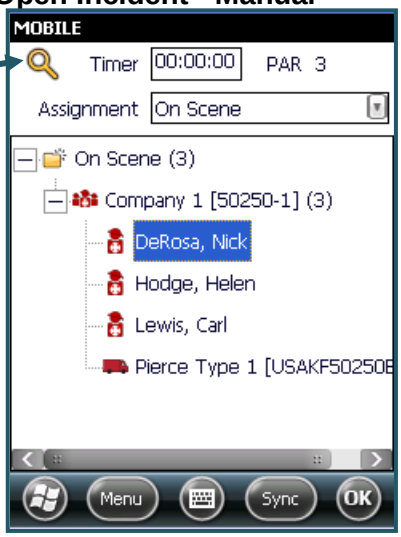

The company will appear in the incident and those resources that have been checked will appear



**Remove Resources from a Company in an Open Incident - Manual**

Highlight the Resource

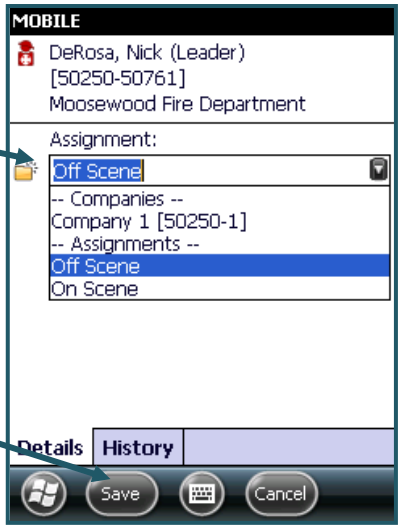
Tap on the **Details** icon




The Details screen will appear

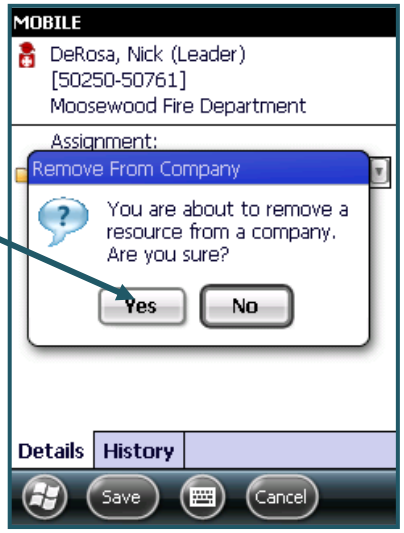
Change the Assignment

Tap on **SAVE**




The Breaking Company box will appear

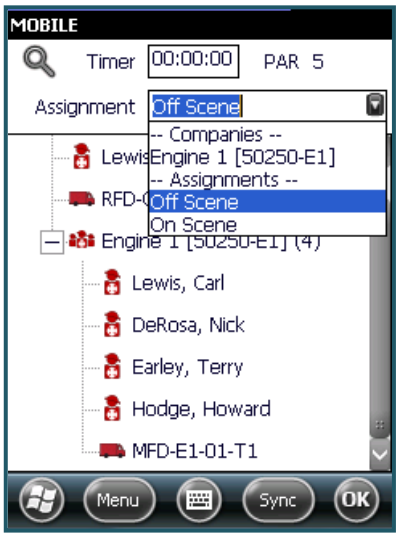
Tap on **Yes**



**Remove Resources from a Company in an Open Incident - Electronic**

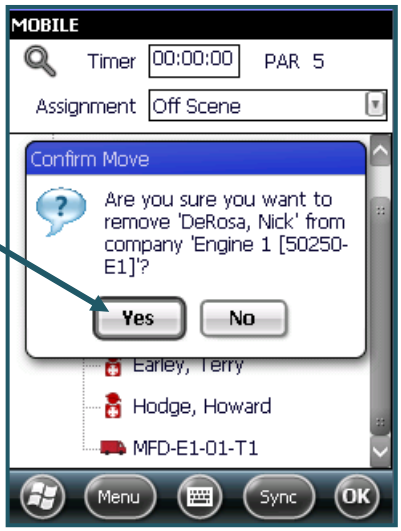
Tap on the Off Scene assignment

Scan the resource




The Confirm Move screen will appear.

Tap on **Yes**

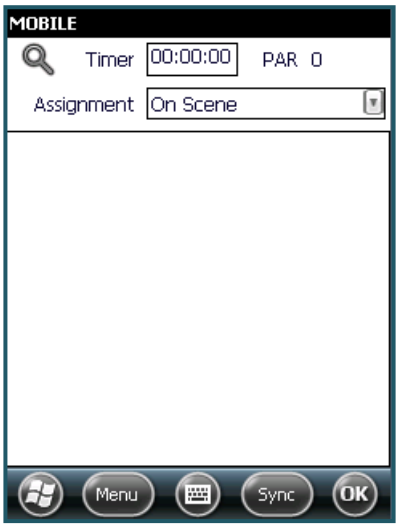


# MOBILE ICS Functionality

The basis for the functionality of *interTRAX*™ Mobile is Incident Management System Accountability. Each Company and each Resource not attached to a Company must be attached to an Assignment. Each Evacuee or Patient must be attached to an Assignment. Assignments may be scanned or manually entered.

When you start a new incident the **Incident** screen will appear. The Mobile Assignment dropdown comes preloaded with the OFF SCENE and ON SCENE assignments

The Assignment that appears in the Assignment box is the active assignment and all companies, responders, evacuees or patients when entered will appear as part of that assignment.



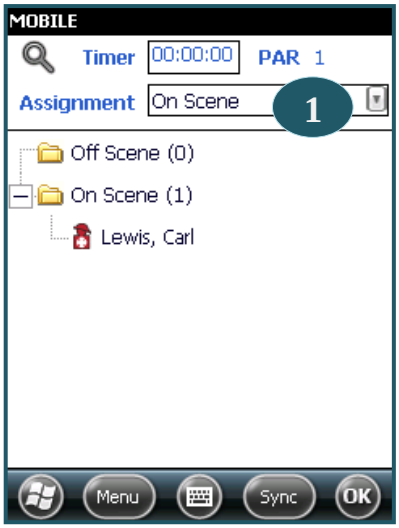
## Examples

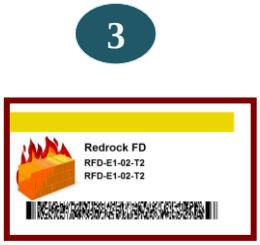
**1 Assignment**

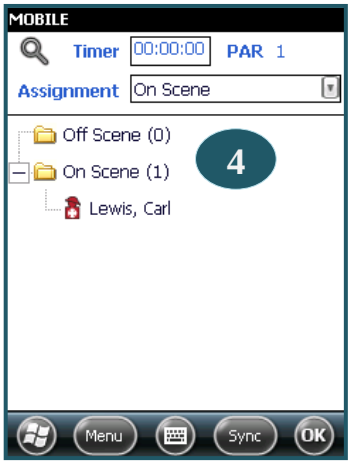
**2 Scan**

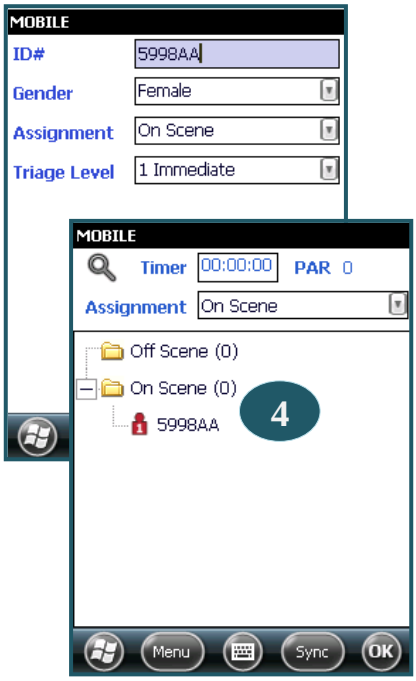
**3 Information container**

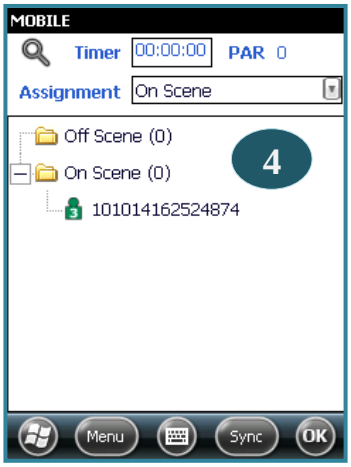
**4 Resource attached to an assignment**







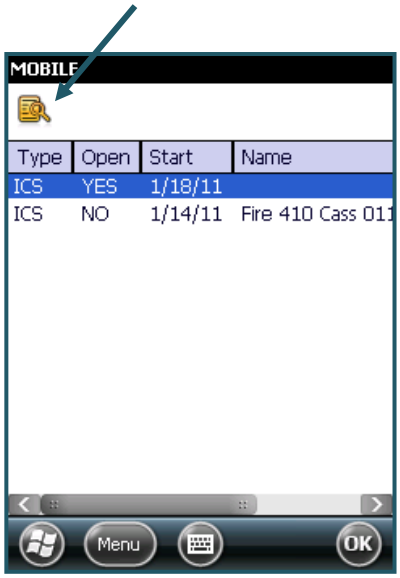



# Open, Close and End an Incident

## Open

To open an incident tap on the incident to highlight and tap on the **Open** icon



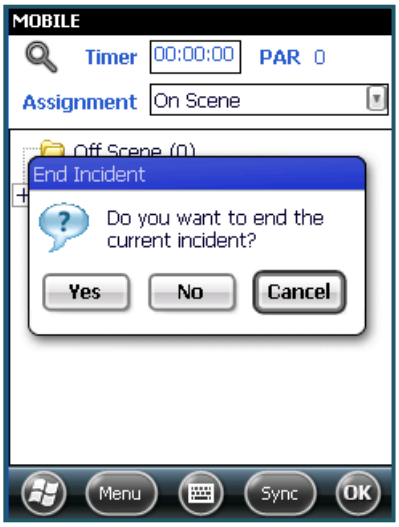

An incident that is still in progress will have a YES status in the Open column.

An incident that has been ended will have a NO status in the Open column. You may open an ended incident.

NOTE: Only one incident may be open at a time.

## Close or end on incident

To close or end an incident tap on OK in the bottom right hand corner of the screen. The End Incident box will appear.



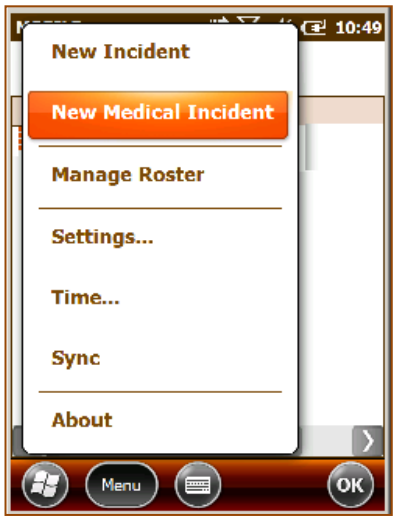

**Yes.** The incident will be ended.
**No.** The incident will close and will not be ended.
**Cancel.** You will return to the open incident.

# Using *interTRAX*™ MOBILE (EMS)

## New Incident`

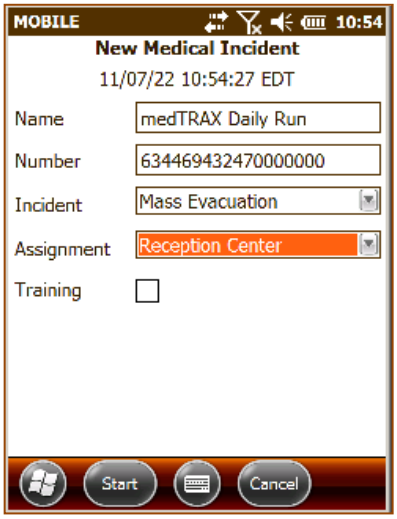
Tap on **Menu**

Choose **New Medical Incident**



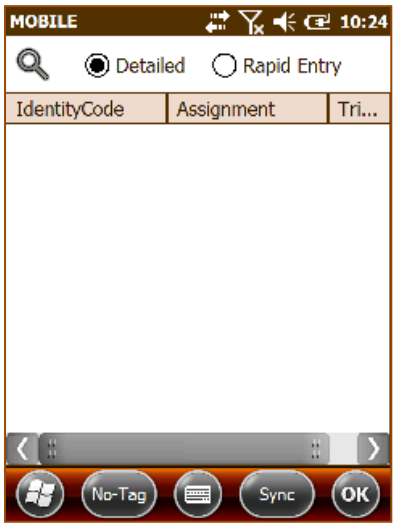

The New Medical Incident screen will appear

**Name.** Type in the name or use the default
**Number.** Type in the Number or use the default
**Incident.** Choose from the dropdown. This is optional however it may be used to attach to an in progress interTRAX Exchange medical incident.
**Assignment.** Choose from the dropdown. This is optional unless you will be attaching to interTRAX Exchange
**Training.** Check this box if the event is a training session




Tap on **Start**

The Mobile (EMS) Patient Log screen will appear



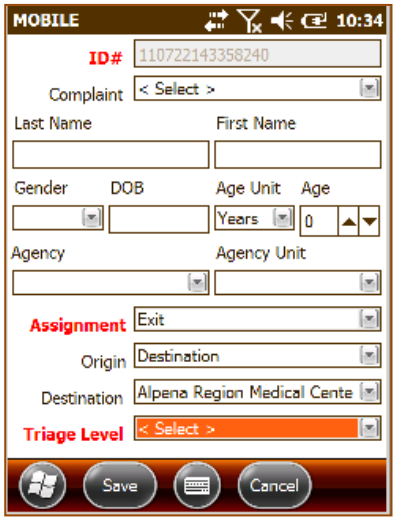

**Detailed**
Scan a triage tag or click on the No-Tag button enter patient information

**Scan**
Scan a triage tag. You may scan a driver license, assignment and/or equipment to add additional information or you may enter it manually.

**Manual Entry**
Tap on the **No-Tag** button to enter all of the information manually.

Enter the Patient information

The red items are required.

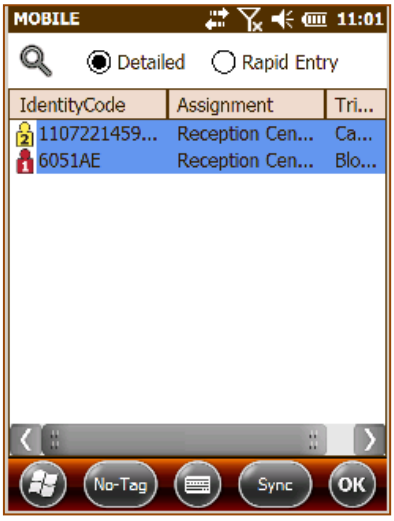



Tap on Save

The **Patient Log** screen will appear

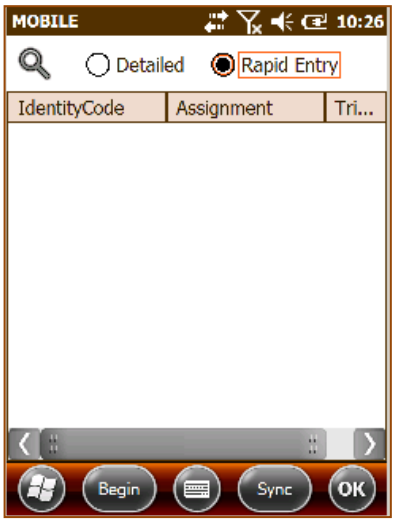
The screen displays the Identity Code, Assignment and Triage Level

The patient remains highlighted in blue until the information has been synced.



### Rapid Entry

Tap on the Rapid Entry button.

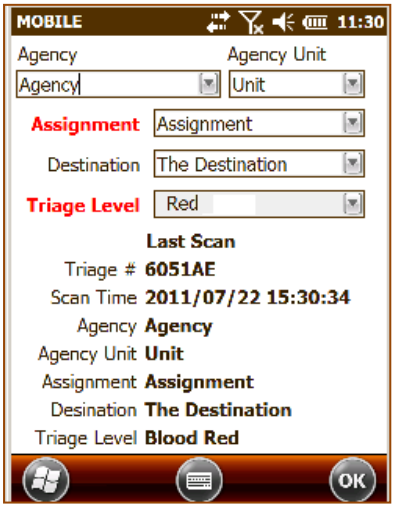



Enter the information.

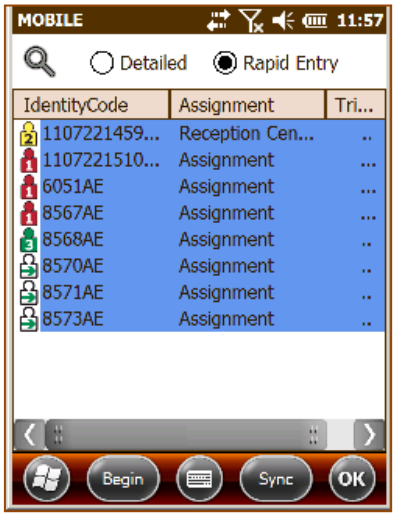
The red items are required.

Scan any number of triage tags using the information that you entered.

When you tap on OK the information will be sent to the Patient Log.



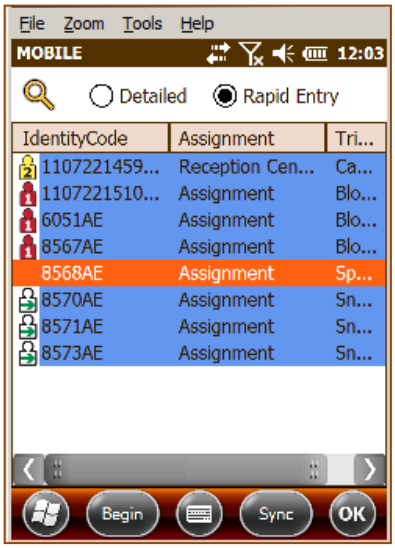

To continue entering patients click on the **Begin** button.



### Patient Details

Tap to highlight the Patient

Tap on the icon in the left hand corner

The Patient screen will appear.

You may change any of the information except the ID#